

**MODIFIED  
SCOPE OF SERVICES  
FOR  
MENTORING SERVICES**

**General Requirement:**

The Contractor shall provide all personnel, equipment, materials, facility (ies) and any other items necessary to provide home based and community based mentoring services to wards of the District of Columbia, Child and Family Services Agency who are in need of ongoing assistance in making a positive transition back into the community and in coping with existing negative daily living situations.

The clients will range in age from age 7 years to age 21 years and will be both male and female. The Contractor shall at times ensure a least restrictive, safe, secure environment when providing services. Services may be provided in-home or community based.

The clients in need of these services have a broad range of characteristics, such as emotional problems, behavioral problems, psychiatric or psychological problems, mental retardation, learning/developmental disabilities and educational problems, including low IQs. The clients may have a history of substance abuse, physical and/or sexual abuse, sexual assault, juvenile delinquency activity, abscondance, and oppositional-defiant behaviors.

**Location of Services:**

The Contractor shall provide mentoring services in their facility, in-homes, public facilities such as movies, libraries, schools, churches and an other safe environment conducive to providing mentoring services.

The Contractor shall provide a facility within 25-mile radius of the District of Columbia. Preference shall be given to those Contractors who offer a facility within the District of Columbia. The Contractor shall have a facility with a comfortable reception area for processing referrals. The facility shall be generally accessible to Public transportation and in a safe area. Failure to comply with this requirement may disqualify you from providing mentoring services.

**Specific Requirements:**

The Contractor shall provide the following:

- (a) A comprehensive family and individual assessment plan that will cite specific service needs. The Contractor shall describe its ability to develop and implement a case plan and keep accurate records of each case.
- (b) The Contractor shall provide provisions for the following levels and types of mentoring services:
  - 1. Individual mentoring which is defined as one on one mentoring with a client.
  - 2. Family mentoring which is defined as client mentoring that includes the sibling(s), birth parents(s), and/or foster parents(s).
  - 3. Standard mentoring which is defined as an average of forty (40) hours of mentoring per month.
  - 4. Intensive mentoring which is defined as an average of eighty (80) hours of mentoring per month.
  - 5. Emergency mentoring which is defined as providing an appropriate mentor within three hours of the referral from CFSA. This type of service historically extends for a period of no more than two (2) calendar days, with fourteen (14) hours of service per day.
  - 6. Twenty-four (24) hours of mentoring which is defined as mentoring services 24 hours a day, seven days per week, for a period not to exceed fourteen (14) calendar days. Contractor may propose a team of mentors to accommodate this level of mentoring.
- (c) Fostering caring and supportive relationships
- (d) Encouraging individuals to develop to their fullest potential
- (e) Helping individuals to develop his or her own vision for the future
- (f) Proving strategy to develop active community partnerships.
- (g) Proving well-defined mission and established operating principles.
- (h) Regular, consistent contact between the mentor and the participant.
- (i) Involving the family or guardian of the participant.
- (j) A statement of purpose and long-range plan
- (k) A recruitment plan for both mentors and participants

- (l) An orientation plan for mentors and participants
- (m) Eligibility screening for mentors and participants
- (n) Training curriculum for all mentors
- (o) A matching strategy
- (p) A monitoring process
- (q) Transportation
- (r) A support, recognition and retention component
- (s) An ongoing evaluation process
- (t) Closure steps
- (u) Program representation in court
- (v) Developing community linkages

The Contractor shall accept and process referrals from the Office of Clinical Practice. If services are provided based on the receipt of referral from any other entity, the Contractor shall not be reimbursed for any services provided.

The Contractor shall ensure that all employees and independent contractors hired to provide services have been cleared through the Child Protective Register and the Police Department(s) of the jurisdictions in which they have resided for the five years prior to employment under any contract as a result of this request. There will be no exceptions for any Contractor's employee's or contract staff under this contract. All mentors must carry photo identification when performing services for the clients.